

Environmental Remediation

Tax Incremental District – Base Value Application Checklist

Use this checklist as a guide to assemble the items that must be submitted with the base value application.

- 1. Equalized Value Determination Request – (PE-606ER)
This must be signed by the clerk. See instructions on the back of the form.
- 2. Legal Requirements Forms – (PE-605ER)
See instructions on the front of the form.
- 3. E.R. TID Parcel Lists – Assessable Property (PE-608ER)
State Assessed Manufacturing Property (PE-608MER)
See instructions on reverse side of each form.
- 4. E.R. TID Base Year Personal Property List – (PE-601ER)
Include only personal property that is actually located on the remediated parcel.
- 5. E.R. TID Final Report and Special District Supplement – (PE-617ER)
Instructions are on the back of the form. At a minimum, both sections on the front of the form are to be completed. The assessor **must** sign it on the front.
- 6. E.R. TID Statement of Assessment – (PE-615ER)
The instructions are on the back of the form. The clerk **must** sign it on the back near the bottom.
- 7. A legal description of the parcels included in the district –
This must be a “metes and bounds” type description, not just “lot and block” that describes the outer boundary of the parcel.
- 8. A map of the district with the outer boundaries clearly marked and parcels numbered –
Please identify the political subdivision and the number of the E. R. TID.
- 9. A copy of the resolution by the governing body approving the written proposal –
Submit a copy of the governing body’s approval resolution, or other documentation of its approval.
- 10. DNR Certification –
Submit a dated copy of the certification from DNR of the site investigation report.

Questions about completing the forms and other items should be directed to Judie Gibbon (608) 266-5708; Susan Plakus (608) 261-5335; or Josh Dukelow (608) 266-5516; email to tif@dor.state.wi.us; or check the DOR web page at www.dor.state.wi.us

11. A copy of the DNR remedial action plan approval letter and action plan –

The plan must contain the following findings:

- ♦ Cost estimates for anticipated eligible costs;
- ♦ A schedule for the design, implementation and construction that is needed to complete the remediation;
- ♦ The statement details the purpose and amount of the expenditures already made.

12. Joint Review Board Approval –

Submit a copy of the Joint Review Board resolution approving the governing body's written proposal, or other documentation that it approved.

13. A copy of the letter to other taxing jurisdictions –

Submit a copy of the letter notifying other taxing jurisdictions of the intent to recover the costs using E. R. TID.

14. A copy signed by the chief executive officer that an attempt has been made to recover costs from the person who caused the environmental pollution

15. The written proposal approved by the governing body –

Submit a copy of the written proposal to remediate environmental pollution on the parcel including actual and estimated costs, schedule of amount of expenditures. "Eligible costs" have been reduced by grants, sale of property or other reimbursed costs.

All of these items should be returned before to:

Wisconsin Department of Revenue
Attn: Tax Incremental Finance, MS 6-97
PO Box 8971
Madison, WI 53708-8971